

# Managing Students and Testing in eDIRECT

Wisconsin Forward Exam



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## Introduction

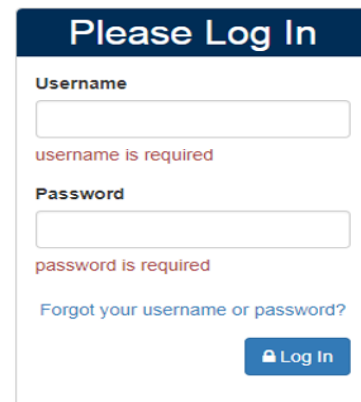
The purpose of this manual is to help District Assessment Coordinators (DACs), School Assessment Coordinators (SACs) and other eDIRECT users manage students and testing in eDIRECT. It is the responsibility of DACs/SACs to ensure that all district/school eDIRECT users have the appropriate level of access and to remove access when staffing changes occur.

## Log in to eDIRECT

To access eDIRECT, enter the URL <https://wi.drcedirect.com> in a supported browser.

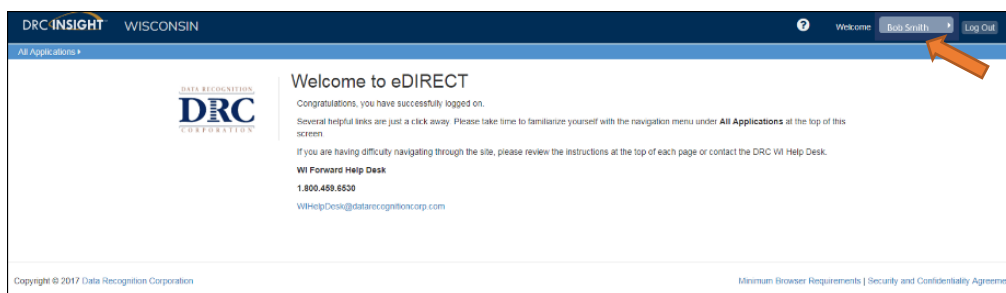
All DACs were sent an email the last week of October 2017, notifying them that they have access to the 2018 Forward administration in eDIRECT. New DACs were also sent an email with an authorization link and a temporary password. All other DACs should be able to log in with their previous credentials.

If you forget your user name or password, click on the [Forgot your username or password?](#) link located toward the bottom of the log in box. After selecting one of two reset options, complete the necessary information and click send. You will receive an email containing your username or a link to reset your password, depending on your request.

A login form titled "Please Log In" with a dark blue header. It contains two input fields: "Username" and "Password". Below the "Username" field is a red error message "username is required". Below the "Password" field is a red error message "password is required". At the bottom of the form is a blue button labeled "Log In" with a lock icon. Above the button is a link that says "Forgot your username or password?".

## Changing Your Password

If you are an existing user and need to change your password, log in to your account and click on [your name](#) in the right upper corner of the screen.



When the Manage Account page appears, click [edit](#). When the Change Password page appears, enter the necessary information and then click [update password](#).

Passwords must contain a minimum of eight characters including:

- At least one numeric character
- At least one lowercase character and at least one uppercase character
- At least one of the following special characters: !@#\$\$%^&\*

## Security Agreement

The first time any user logs in to eDIRECT they must read and accept the security and confidentiality agreement, which will automatically display. Users are not permitted to continue without accepting the agreement.

Everyone working with the Forward Exam must also complete a hard-copy DPI Forward Exam Confidentiality Agreement (See the [Forward Exam Test Security webpage](#)).

**Accept the Security and Confidentiality Agreement**

**Security and Confidentiality Agreement for DRC Applications**

The DRC Applications are designed for State, District, and School level personnel and contain confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a username and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at <http://www.ed.gov/offices/OLM/pc/ferpa/>.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through the DRC Applications and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the Family Educational Rights and Privacy Act (FERPA).

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).

**Accept Security Agreement**

☐ I hereby acknowledge that I have read and understand the terms of the Security and Confidentiality Agreement.\*

[Confirm Accept](#)

If you would like to view or print the eDIRECT Security and Confidentiality Agreement, click on the [Security and Confidentiality Agreement](#) link at the bottom of the Welcome to eDIRECT screen.

**WELCOME TO eDIRECT**

Congratulations, you have successfully logged on.

Several helpful links are just a click away. Please take time to familiarize yourself with the navigation menu under **All Applications** at the top of this screen.

If you are having difficulty navigating through the site, please review the instructions at the top of each page or contact the DRC WI Help Desk.

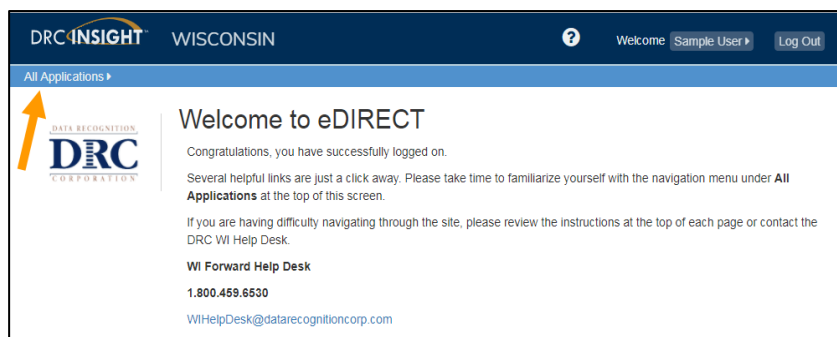
**WI Forward Help Desk**  
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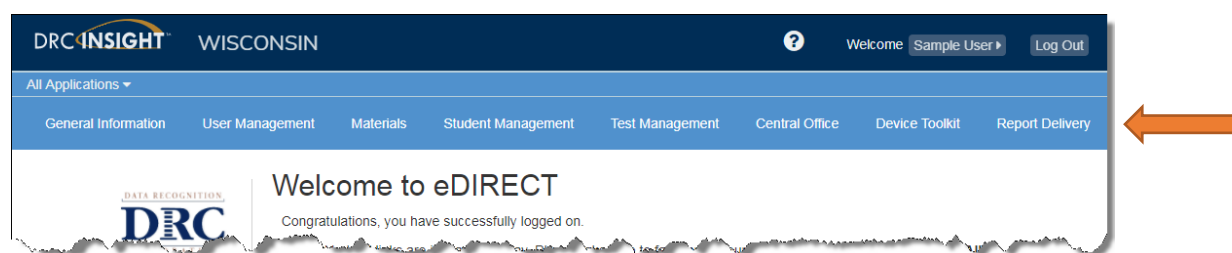
[Minimum Browser Requirements](#) | [Security and Confidentiality Agreement](#)

## Working in eDIRECT

After you have logged in and accepted the security agreement, you will see the Welcome to eDIRECT screen. Click on **All Applications** in the upper left corner on the menu bar to open additional application tabs.



After clicking on **All Applications**, a user may be able to access up to eight application tabs, depending on the level of permissions assigned to a user.



The application tabs in eDIRECT are:

**General Information** – Under this tab you will find Announcements from DRC, Documents (guides, manuals, etc.), Downloads for software (INSIGHT app. etc.), and Test Tutorials (Student and Administrator tutorials).

**User Management** – Under this tab, you can add users or edit existing users. Users include your SACs and your district and school technology coordinators.

**Materials** – Under this tab is the additional materials tab where you can order braille test materials for students who require them.

**Student Management** – Under this tab, you can manage student records, look up students, complete a student transfer request form, and view the student status dashboard.

**Test Management** – Under this tab, you are able to manage student test sessions and test tickets.

**Central Office & Device Toolkit** – The Central Office menu and Device Toolkit menus point to the same place – the Central Office Services – Device Toolkit. Here, you can view existing configurations or add a new configuration for managing local content caching and approved student testing devices.

**Report Delivery** – Under this tab, you will find your district demographic data file, electronic Individual Student Reports (ISRs), summary data, and status reports.

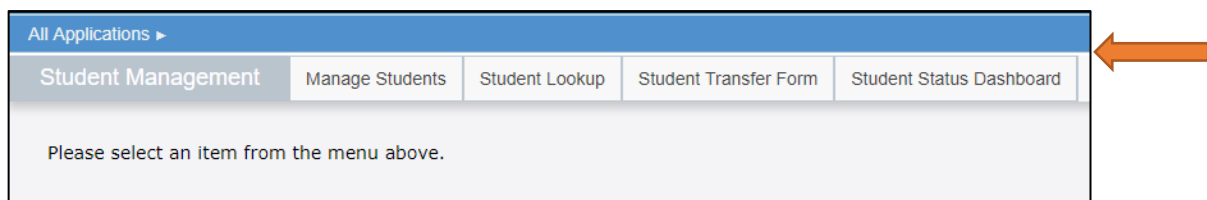
This manual will focus on the **Student Management** and **Test Management** tabs. Detailed information about the **User Management** tab is provided in the *Managing Users in eDIRECT* guide.

# Student Management in eDIRECT

DACs/SACs are responsible for managing student data in eDIRECT. Student details (e.g. district, school, birthdate, grade, gender, race, WISEID, Local ID, and district/school of accountability) and demographics (e.g. disability status, English language proficiency, migrant status, district/school FAY) are exported from WISEdata and uploaded to eDIRECT approximately 8 weeks prior to the testing window. The following are DAC/SAC responsibilities for managing student data in eDIRECT:

- DACs/SACs are responsible for adding all accessibility features required by students into eDIRECT before testing.
- DACs/SACs need to ensure student detail and demographic data are up to date and correct in eDIRECT.
- If a student transfers into the district, or transfers between schools within a district, DACs/SACs must update eDIRECT with this information.
- DACs/SACs must ensure all students in their district are added to test sessions.
- If a student does not participate in the Forward Exam, DACs/SACs must enter a non-tested code for that student in eDIRECT.

Under the Student Management tab, there are four additional application tabs:



Note that the Student Lookup tab is only available to individuals with DRC or State permissions assigned.

## Adding Accessibility Features for Students in eDIRECT

The DAC/SAC must indicate in eDIRECT if a student will use an accessibility feature (designated supports and accommodations) for the Forward Exam. DACs/SACs must work closely with school staff to ensure that students are receiving appropriate accommodations and designated supports. Please refer to the Accessibility Guide when making such decisions.

There are three options for entering accessibility features into eDIRECT:

1. Using the Multiple Student Upload (MSU) process (February 12-23, 2018)
2. On a student-by-student basis (beginning March 5, 2018)
3. Mass-assign the same support or accommodation to a group of students (beginning March 5, 2018)

## Add Accessibility Features Window for Multiple Students (MSU Process)

There is an **optional** window of time when districts can use a Multiple Student Upload (MSU) process to enter accessibility features for multiple students. You will not be able to use the MSU file to enter accessibility features at any time other than during this optional ten-day window. On February 12, 2018,



you will have access to a District Demographic Data file (.csv) in the MSU format with all of your student detail and demographic data pre-populated. You can download this file from eDIRECT, add student accessibility features to this file, and upload the file back into eDIRECT. The MSU file with accessibility features added can only be uploaded February 12-23. If you upload a MSU file after this window, data entered into the accessibility features columns of the MSU file will be ignored.

It is not necessary to upload student records that do **not** require accessibility features or changes to student information. It is recommended that you delete unneeded rows and/or copy needed rows into the MSU file layout.

If you choose not to use the add accessibility features window (e.g., you have a low number of students using accessibility features) you may still enter supports and accommodations using the individual and mass-assignment tools available in eDIRECT, beginning March 5, 2018.

**The MSU process consists of three steps:**

1. Download the District Demographic Data file, or create your own file using the Sample File (.csv) as a template.
2. Add the accessibility features for students to the file.
3. Upload the file.

To download the District Demographic Data file, do the following:

1. Click on the **Report Delivery** tab under **All Applications**.
2. Click on **the View Reports** tab.
3. Select your district, and in the Report drop-down menu select the District Demographic Data file.
4. Click Show Reports.
5. Download the District Demographic Data file for use as a Multiple Students Upload (MSU) file by clicking on the **Save CSV** icon.

The screenshot shows the 'View Reports' page in the eDIRECT system. At the top, there is a navigation bar with tabs: 'All Applications', 'Report Delivery' (highlighted with a red box and number 1), 'Manage Reports', 'Status Reports', 'View Reports' (highlighted with a red box and number 2), and 'WI Forward Reports'. Below the navigation bar, the 'View Reports' section contains a form. The form has a dropdown for 'Administration' set to 'Wisconsin Forward Exam Spring 20'. Below this are three dropdown menus: 'District' (set to '(All)'), 'School' (set to '(All)'), and 'Report' (set to '(All)', highlighted with a red box and number 3). There are two buttons: 'Show Reports' (highlighted with a red box and number 4) and 'Download Reports'. Below the buttons is a table with a header row that says 'Drag a column header here to group by that column'. The table has columns: 'Administration', 'Report', 'Title', and 'District'. The first row of data shows 'Wisconsin Forward Exam Spring 2017', 'District Demographic Data File', 'WI Forward 2017 District Demographic Data File', and '0300140000'. The date '2/17/2017' is shown in the bottom right corner. A red box with number 5 is placed over the 'Save CSV' icon in the bottom right corner of the table area.

As an alternative to using the District Demographic Data file, there is also a Sample File (.csv) available on the [Forward Exam Resources webpage](#), and in eDIRECT on the Upload Multiple Students tab (see Step 3 below). You can download the Sample File, add your student data and accessibility features to that file, and use that as your MSU upload file.

After you download the District Demographic Data file, you need to add student accessibility features to the appropriate columns. Use the MSU File Layout (pdf) document, which outlines the specific formatting and data validation rules that you must follow when producing a MSU upload file, to confirm all your columns are formatted correctly. The MSU File Layout (pdf) is available on the Forward Exam Resources webpage, and in eDIRECT on the Upload Multiple Students tab (see Step 3 below).

After you have added data, make sure that you save the file.

**NOTE:**

It is important to use the File Layout (pdf) document to confirm that all of the columns in your MSU file are formatted correctly before uploading it to eDIRECT. All column headers must be identical to the headers in the Sample File or the District Demographic Download file.

To upload your saved MSU file back into eDIRECT, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on **the Manage Students** tab and select your search criteria.
3. Click on the **Upload Multiple Students** tab. The blue bar at the top of the tab provides links to a File Layout (pdf) and a Sample File (.csv text file).
4. Click Browse to locate your updated and saved MSU file. Select the file and click Open to display it in the “File” field.
5. Click Upload. A message will display indicating the file has been transferred and is being validated (checked for errors). Depending on the size of your data file, the validation process can vary in length.

**NOTE:**

The blue highlighted area under the Upload Multiple Students tab provides links to the MSU File Layout (PDF) and a Sample File (.csv) that you can use to create a MSU file.

The screenshot shows the 'Manage Students' interface in eDIRECT. At the top, there is a navigation bar with 'All Applications' (1) and 'Student Management'. Under 'Student Management', there are tabs for 'Manage Students' (2), 'Student Lookup', 'Student Transfer Form', and 'Student Status Dashboard'. The 'Manage Students' tab is active, and within it, the 'Upload Multiple Students' sub-tab (3) is selected. Below this, a blue bar contains links to 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. A section titled '\* Indicates required fields' contains three dropdown menus: 'Administration' (set to 'Wisconsin Forward Exam Spl' with an asterisk), 'District' (set to 'DRC USE ONLY - SAMPLE DI' with an asterisk), and 'School' (set to '(All)'). Below these is a 'File' input field with a 'Browse...' button (4) and an 'Upload' button (5).

6. After the file validation process is completed, if your file has critical data errors (e.g. the district number is incorrect or does not have the correct number of digits (10)) you will see an error message alerting you that the file failed to upload:

✖ A previously submitted student file failed to upload. Please check the error report and resolve the errors before resubmitting the file.

Click the **error report** link (included in the error message) to download a report (.csv) listing the cause for the upload failure.

7. Correct the data errors identified in the error report, save the corrected file, and re-upload the file.

**NOTE:**

If you upload another MSU file, the new file will overwrite the currently uploaded version.

8. Once your file has successfully uploaded (without critical data validation errors), you will see a message that says the file has successfully uploaded and advises you to download an **error report** (.csv) by clicking the underlined link:

✓ The student file has been accepted, all records free of errors have been uploaded. Please check the **error report** and resolve any errors that may exist before resubmitting the file.

Even if your file uploaded successfully, it still may contain data errors that did not pass the validation process. For example, data in a certain field may not display properly. The error report will list the cause of each non-critical data error.

9. Correct the data errors identified in the error report, save the file, and re-upload the file.

Once your file has uploaded without any data errors (critical **or** non-critical), the error report will indicate that the file contains no errors.

## Enter/Edit Accessibility Features on a Student-by-Student Basis

To enter/edit a student's accessibility information, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Select your search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.

The screenshot shows the 'All Applications' menu at the top. Below it, the 'Student Management' tab is selected and highlighted with a red box and the number 1. Within this tab, the 'Manage Students' sub-tab is also highlighted with a red box and the number 2. Below the tabs, there are two buttons: 'Manage Students' and 'Upload Multiple Students'. The 'Upload Multiple Students' button is highlighted with a red box and the number 3. Below these buttons, there is a section titled 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. Below this, there is a link for 'Instructions'. Below the instructions, there is a red asterisk followed by the text '\* Indicates required fields'. Below this, there are three dropdown menus: 'Administration' (with 'Wisconsin Forward Exam Sp' selected), 'District' (with 'DRC USE ONLY - SAMPLE DI' selected), and 'School' (with '(All)' selected). Below these dropdowns, there is a 'File' input field with a 'Browse...' button next to it. The 'Browse...' button is highlighted with a red box and the number 4. Below the 'File' input field, there is an 'Upload' button, which is highlighted with a red box and the number 5.

6. In the Edit Student window, click on the **Accommodations** tab.
7. Select the check boxes to assign the necessary accessibility features for the student. To remove an accessibility feature, uncheck the box. Features need to be added separately for each subject area.
8. Click Save to save your changes or Cancel to cancel your changes.

**NOTE:**

The Accommodations tab in the Edit Student window is used to enter both Designated Supports and Accommodations. Designated Supports are marked with a "DS" and Accommodations are marked with an "A".

**Edit Student**

**Instructions**  
\* Indicates required fields

Last Name: Student \* First Name: Training \* Middle Initial: WISEID WISEID: 1234567890 \*

Student Detail **Accommodations** 6 Demographics Testing Codes Test Sessions

Type	Accommodation	EIA	Mathematics	Science	Social Studies
Online	DS - Color Choices [CC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Contrasting Color [CTC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Reverse Contrast [RC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Text-to-Speech [TTS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Amplification Device [AD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Bilingual Dictionary [BD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Color Overlay [CO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 Save Cancel

All test tickets need to be re-printed if changes are made to accessibility features.

## Mass-Assign the Same Support or Accommodation to a Group of Students

To add the same accommodation or support to multiple students simultaneously, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Select your search criteria.
4. Click **Find Students**.
5. Select the check box next to each student that you want to assign the accessibility features.
6. Click on **Update Accommodations**. The Update Accommodations for Multiple Students window will appear.

**Manage Students**

Manage Students Upload Multiple Students

The maximum number of 3000 students is displayed.

**Instructions**  
\* Indicates required fields

Administration: Wisconsin Forward Exam Sp... District: DRC USE ONLY - SAMPLE 01 School: DRC USE ONLY - eDIRECT S... 3

Last Name: First Name: WISEID

Accommodation Content Area: Accommodation Type: Accommodation:

Grade: Online Test Status: Content Area:

Assign: Session Assignment:

Find Students Clear

5 Students Alternate Testing Sites

Student	Last Name	First Name	WISEID	Local Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	
<input type="checkbox"/>	Student	Training	1234567890	9876543210	1/1/2008	06	

Page 1 of 30 (3000 items) < Prev 1 2 3 4 5 6 7 ... 28 29 30 Next >

Add Student Export to Excel Download Students Update Accommodations 6

In the Update Accommodations for Multiple Students window:

7. Select Assign Accommodations under Update Mode.
8. Select the desired accessibility features.
9. Click Save.

**NOTE:** To mass-remove accessibility features from a selected group of students, choose Remove Accommodations under Update Mode, then un-check the boxes for the accessibility feature that needs to be removed, and click Save.

**Update Accommodations for Multiple Students**

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

**Instructions**

Update Mode

☒ Assign Accommodations **7**

☐ Remove Accommodations

Type	Accommodation	ELA	Mathematics	Science	Social Studies
Online	DS - Color Choices [CC]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Contrasting Color [CTC]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Reverse Contrast [RC]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Masking [MSK]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Spanish Translation (Stacked) [ST]	<input type="checkbox"/>	<input type="checkbox"/> <b>8</b>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Text-to-Speech [TTS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Amplification Device [AD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Bilingual Dictionary [BD]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Color Overlay [CO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online	DS - Magnification [MAG]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**9**

**Save** **Cancel**

## Editing Student Demographics

The DAC/SAC is responsible for ensuring all student demographics (grade level, school, etc.) in eDIRECT are accurate. DACs/SACs must work closely with school staff to ensure student information is correct and/or updated. Any demographic information updated in eDIRECT must also be updated in your district/school student information system.

Student demographics can be edited in eDIRECT in two ways:

1. Using the Multiple Student Upload File process
2. On a student-by-student basis

## Editing Student Demographics using Multiple Student Upload File (MSU)

To create a student file with updated/corrected demographics, follow the MSU instructions on pages 5-6 of this manual. You can either download the District Demographic Data file and make your updates to that file, or you can create your own file using the Sample File (.csv template). After you have created the MSU file, you need to upload the file, following instructions on pages 6-7 of this manual.

**NOTE:** Student demographic data can be updated in eDIRECT using a MSU file at **any time**. However, accessibility features can only be added to eDIRECT using the MSU process from February 12-23. Any data in the accessibility columns of a MSU file will be ignored after February 23.

## Editing Student Demographics on a Student-by-Student Basis

To view or edit a student's demographic information, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Select criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.

The screenshot shows the 'Manage Students' interface. At the top, the 'Student Management' tab is selected (1). Below it, the 'Manage Students' sub-tab is active (2). A message states 'The maximum number of 3000 students is displayed.' Below this, there are search criteria fields: 'Administration' (Wisconsin Forward Exam Sp), 'District' (DRC USE ONLY - SAMPLE DI), 'School' ((All)), 'Last Name' (Student), 'First Name' (Training), 'WISEID' (1234567890), 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Online Test Status', 'Content Area', 'Session', and 'Session Assignment'. A red asterisk indicates required fields (3). At the bottom left, the 'Find Students' button is highlighted (4). At the bottom right, the 'View/Edit' icon in the 'Action' column of the student list is highlighted (5).

Last Name	First Name	WISEID	Local Student ID	Date Of Birth	Grade	Action
Student	Training	1234567890	9876543210	1/1/2006	06	[View/Edit Icon]

6. In the Edit Student window, select the **Demographics** tab.
7. Update the student demographic information.
8. Click **Save**.

The screenshot shows the 'Edit Student' window. The 'Demographics' tab is selected (6). The 'Last Name' field is 'Student' (marked with a red asterisk), 'First Name' is 'Training' (marked with a red asterisk), 'Middle Initial' is empty, and 'WISEID' is '1234567890' (marked with a red asterisk). Below the tabs, there are several demographic fields: 'English Proficiency' (English Proficiency - 7 - Fully English proficient, never ELL/), 'Migrant Status' (Migrant Status - No), 'Enrolled in School FAY' (Enrolled in School FAY - Yes), 'Enrolled in District FAY' (Enrolled in District FAY - Yes), 'EL Student New to Country' (dropdown), 'Optional Field' (text input), and 'Special Status' (text input). A red asterisk indicates required fields (7). At the bottom, the 'Save' button is highlighted (8).

## Viewing, Adding, and Removing Students in a Test Session

Students are automatically added to test sessions in eDIRECT the week of February 26-March 2. These test sessions are grouped by grade and content area for each school. After March 5, DACs/SACs may edit these test sessions or create new sessions.

## Viewing a Students Test Session Information

Student test session information can be accessed in eDIRECT under both the **Student Management** tab and the **Test Management** tab. Both methods are outlined below.

To view a student's test sessions in the **Test Management** tab, do the following:

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Enter the student name or WISEid.
4. Click Show Sessions.

The screenshot shows the 'Test Management' section with the 'Manage Test Sessions' tab selected. Below the navigation tabs, there's a message: 'The data for this Administration is read-only.' followed by an 'Instructions' link. A note indicates that asterisks (\*) denote required fields. The form includes dropdowns for 'Administration' (Wisconsin Forward Exam Sp...), 'District' (DRC USE ONLY - SAMPLE DI...), and 'School' (DRC USE ONLY - eDIRECT S...). Text input fields are provided for 'Last Name' (bear), 'First Name', and 'WISEID'. There is also a 'Session' input field. Below these are dropdowns for 'Content Area' (All) and 'Assessment' (All). A 'Show Sessions' button is highlighted with a red box. To its right is a 'Print All Tickets' button. Below the form, there are two sub-tabs: 'Sessions' and 'Status Summary'. The 'Sessions' sub-tab is active, showing a table of test sessions. The table has columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. Two sessions are listed: 'Grade 5 ELA' and 'Grade 5 Math', both 'Not Started' on 2/1/2017. Each row has a set of action icons.

To view a student's test sessions in the **Student Management** tab, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Enter the student information and/or select additional search criteria.
4. Click Find Students.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.

The screenshot shows the 'Student Management' section with the 'Manage Students' tab selected. Below the navigation tabs, there's a message: 'The maximum number of 3000 students is displayed.' followed by an 'Instructions' link. A note indicates that asterisks (\*) denote required fields. The form includes dropdowns for 'Administration' (Wisconsin Forward Exam Sp...), 'District' (DRC USE ONLY - SAMPLE DI...), and 'School' (All). Text input fields are provided for 'Last Name' (Student), 'First Name', and 'WISEID'. There are also dropdowns for 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Online Test Status', 'Content Area', 'Session', and 'Session Assignment'. A 'Find Students' button is highlighted with a red box. To its right is a 'Clear' button. Below the form, there's a table of students. The table has columns: Last Name, First Name, WISEID, Local Student ID, Date Of Birth, Grade, and Action. One student is listed: 'Student' with WISEID 1234567890, Local Student ID 9876543210, Date Of Birth 1/1/2006, and Grade 06. The 'View/Edit' icon in the 'Action' column is highlighted with a red box.

- In the Edit Student window, click on the **Test Sessions** tab to view all test sessions for that student.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* sk First Name \* stud Middle Initial WISEID 1212121212 \*

Student Detail Accommodations Demographics Testing Codes **Test Sessions 6**

**Student Session Detail**

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	SK 1/17 Test Session	Grade 3 ELA	Not Started			
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	SK 1/17 Test Session	Session 1 (TOA Writing Prompt) - Grade 3 ELA	Not Started			
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	SK 1/17 Test Session	Session 2 (Writing/Language) - Grade 3 ELA	Not Started			
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	SK 1/17 Test Session	Session 3 (Listening) - Grade 3 ELA	Not Started			
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	SK 1/17 Test Session	Session 4 (Reading) - Grade 3 ELA	Not Started			

[Save](#) [Cancel](#)

## Adding or Removing Students in an Existing Test Session

To add or remove a student that is already in an existing test session, do the following:

- Click on the **Test Management** tab under **All Applications**.
- Click on the **Manage Test Sessions** tab.
- Select the Administration, District and School from the drop-down menus.
- Click on **Show Sessions**.
- Identify the test session that you want to add/remove the student to/from and click the **View/Edit** icon in the action column in that row. The Edit Test Session window will open.

**All Applications**

**1** **Test Management** **2** **Manage Test Sessions**

**Test Sessions**

**Manage Test Sessions**

**The data for this Administration is read-only.**

[Instructions](#)

\* Indicates required fields

Administration Wisconsin Forward Exam Sp \* District DRC USE ONLY - SAMPLE DI School DRC USE ONLY - eDIRECT S

Last Name bear First Name WISEID 3

Session

Content Area (All) 4 Assessment (All)

[Show Sessions](#) [Print All Tickets](#)

Sessions Status Summary

[Instructions](#)

**Session Detail**


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 5 ELA	Grade 5 ELA	Not Started	2/1/2017	5/1/2017	5
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	Grade 5 Mathematics	Grade 5 Math	Not Started	2/1/2017	5/1/2017	




6. In the Edit Test Session window, enter search criteria and click Find Students.

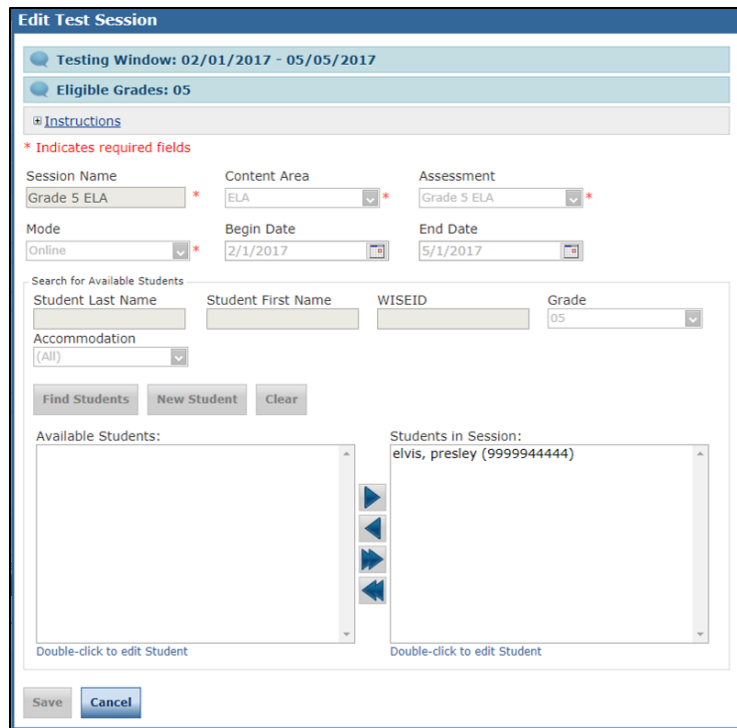
7. To add a student to this test session –

a. In the Available Students column, click on the student's name to highlight it.

b. Click  to move the student from the Available Students column to the Students in Session column.

Or, click  if you want to move ALL students from the Available Students column to Students in Session column.



c. Click Save.



**NOTE:** To select multiple students in sequence, press the Shift key while you select them. To select multiple students that are not in sequence, press the Ctrl key while you select them.

8. To remove a student from this test session –

a. In the Students in Session box, click on the student's name to highlight it (To select multiple students in sequence, press the Shift key while you select them - To select multiple students that are not in sequence, press the Ctrl key while you select them)

b. Click  to remove the selected student/s from the Students in Session column, or click  to remove ALL the students from the Students in Session column.

c. Click Save.

## Transferring Students

### Transferring Students between Schools within a District

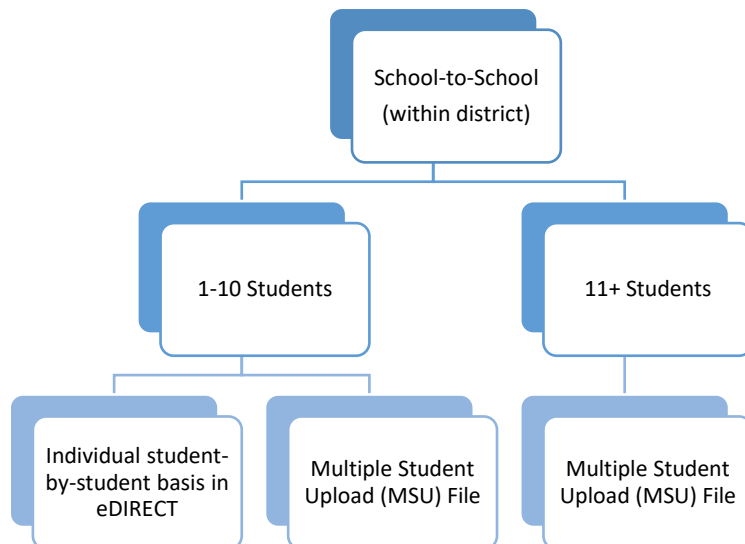
DACs can transfer students between schools within their district in eDIRECT. All student information (including tests that have already been completed and assigned accommodations) will move with the student to the new school. The student will need to be removed from test sessions at the old school prior to transfer and placed into test sessions at the new school for any tests that have not yet been started.

There are two options for transferring students between schools within a district:

1. On a student-by-student basis beginning March 5, 2018
2. Using the Multiple Student Upload process

As shown in Figure 1, the option you choose may depend on how many students need to be transferred.

**Figure 1. Within District School-to-School Transfer Process Decision Tree**



Before you can transfer a student to another school in your district, you must remove the student from any test sessions that have a status of “Not Started”. See “Adding or Removing Students in an Existing Test Session” on page 12 for directions on how to remove students from test sessions.

### Within District Transfer Option 1: Transfers between Schools on a Student-by-Student Basis

To transfer a student to a different school, do the following:

1. After the student is removed from all “Not Started” test sessions, click on the **Student Management** tab under **All Applications**.

2. Click on the **Manage Students** tab.

3. Enter your search criteria and/or select from drop-down menus.
4. Click **Find Students**.

5. From the student list that displays, click the **View/Edit** icon in the Action column for the student you wish to transfer. The Edit Student window will appear.

6. In the Edit Student window, select the **Student Detail** tab.
7. Select the new school from the School drop-down menu.
8. Select the new school of accountability from the drop-down menu.
9. Click **Save**.

The student can now be added to test sessions in the new school. See “Adding or Removing Students in an Existing Test Session” on page 12 for directions on how to add the student to a test session.

### Within District Transfer Option 2: Transfers between Schools Using the Multiple Student Upload Process

You may transfer multiple students between schools within your district at one time using the Multiple Student Upload (MSU) process. Follow the instructions on pages 5-7 of this manual to create and upload a MSU file.

## Transferring Students Into your District

If a new student arrives in the district during the testing window, DACs are required to request the student transfer into their district in eDIRECT. DACs cannot transfer students out of their district and into another district. All student information (including tests that have already been completed and assigned accessibility features) will be transferred in eDIRECT with the student to the new district and school. During the transfer process, DRC will remove the student from any tests not yet started in the old district, and will provide the new district with usernames and passwords for any in progress tests, so that the new district can add the student to new test sessions in their district. The student will need to be added to test sessions in the new school.

You need the following information to transfer a student into your district:

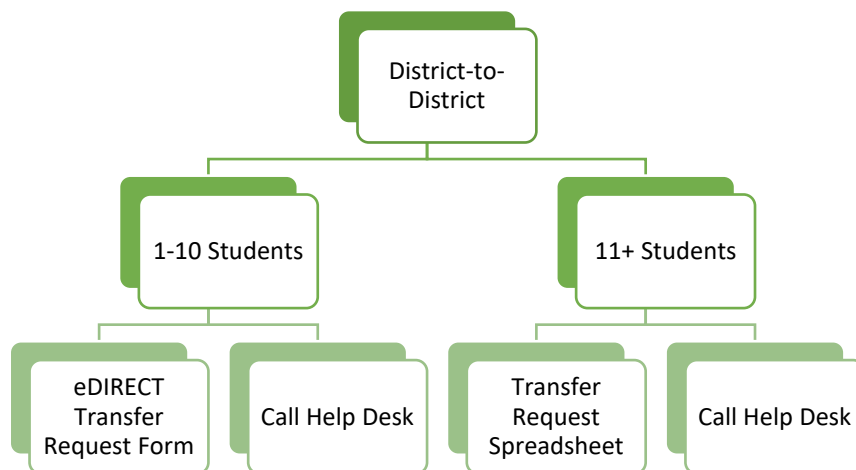
- WISEid (State Student ID)
- Student Grade
- Receiving District
- Receiving School

There are three options DACs may choose from to transfer a student into their district:

1. Submit a Student Transfer Request Form through eDIRECT
2. Complete the Transfer Request Spreadsheet
3. Request the transfer through the WI Forward Help Desk

As shown in Figure 2, the option you choose depends on how many students need to be transferred into your district, the urgency of the transfer, and personal preference.

**Figure 2. Transferring Students into a District - Decision Tree**



### *Transfer Request Option 1: Complete and Submit an eDIRECT Transfer Request Form*

The eDIRECT Student Transfer Request Form is an electronic form available in eDIRECT. One form needs to be submitted per individual student transfer, and after submitting the form, it may take up to two business days to process. DACs will receive an email notification from the WI Forward Help Desk when the transfer is completed.

To use the eDIRECT Transfer Request form, do the following:

1. Select the **Student Management** tab under **All Applications**.
2. Select the **Student Transfer Form** tab.
3. Enter the required information.
4. Click Submit Request.

### *Transfer Request Option 2: Complete and Submit a Transfer Request Spreadsheet*

The Transfer Request spreadsheet can be used to transfer multiple students at one time, and may take up to two business days to process. The Transfer Request spreadsheet may only be completed by the receiving district.

To use the Transfer Request spreadsheet, do the following:

1. Download the Transfer Request spreadsheet, available on the Forward Exam Resources webpage and in the documents section of eDIRECT.
2. Complete the fields in the Transfer Request spreadsheet and save your changes. Do not include any student information other than what is requested on the spreadsheet, as it may be in violation of student privacy laws.
3. Email the file to the WI Forward Help Desk at [WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com).

### *Transfer Request Option 3: Call WI Forward Help Desk*

Calling the Help Desk (1-800-459-6530) requires you to spend some time on the phone, but the transfers are immediate. When you call the Help Desk to transfer a student into your district, you will need to provide the student WISEid (State Student ID), the students grade, and the receiving district and school names.

## Student No Longer Enrolled in the District

If a student has left your district, keep the student enrolled in test sessions and enter the not-tested code of "NLE" (No Longer Enrolled). See page 20 for instructions on entering a not-tested code. You do not need to transfer a student out of your district. See Appendix C: Testing Scenarios for more information.

## Adding a “New to Wisconsin Public School System” Student to eDIRECT

A “new student” is a student who is new to the Wisconsin Public School System and has not attended a private school via the Choice Program. First, the student must be added as a new student record in eDIRECT. After the student is added to eDIRECT, the DAC/SAC can add the student to an existing test session.

## Adding a New Student to eDIRECT

To add a new student (new to the Wisconsin public school system) to eDIRECT, do the following:

1. Obtain a WISEid for the student.
2. Click on the **Student Management** tab under **All Applications**.
3. Click on the **Manage Students** tab.
4. Select administration, district and school.
5. Click on Add Student.

The Add Student window will open.

6. In the Add Student window, click on the **Student Detail** tab.
7. Enter and select the required information.
8. Click Save, or Save & Add Another to save the information and add another student, or Cancel to cancel the process.

The top screenshot shows the 'Manage Students' page. It has a navigation bar with 'All Applications', 'Student Management', 'Manage Students', 'Student Lookup', 'Student Transfer Form', and 'Student Status Dashboard'. The 'Manage Students' tab is selected. Below the navigation bar, there's a section for 'Manage Students' with a note 'The maximum number of 3000 students is displayed.' and a 'Find Students' button. The 'Add Student' button is highlighted with a red box labeled 5. The 'Add Student' form is highlighted with a red box labeled 4. It contains fields for 'Administration', 'District', 'School', 'Last Name', 'First Name', 'WISEID', 'Accommodation Content Area', 'Accommodation Type', 'Accommodation', 'Grade', 'Online Test Status', 'Content Area', 'Session', and 'Session Assignment'. The bottom screenshot shows the 'Add Student' form. It has a navigation bar with 'Instructions', 'Student Detail', 'Accommodations', 'Demographics', and 'Testing Codes'. The 'Student Detail' tab is selected. It contains fields for 'Last Name', 'First Name', 'Middle Initial', 'WISEID', 'Date of Birth', 'Grade', 'Gender', 'Race/Ethnicity', 'Local Student ID', 'District Of Accountability', and 'School Of Accountability'. The 'Save' button is highlighted with a red box labeled 8. The 'Save & Add Another' button is highlighted with a red box labeled 7. The 'Cancel' button is also visible.

After the new student has been added to eDIRECT, they can be added to test sessions for each content area they have not completed, following the directions on page 12 of this manual.

## Adding a New Student to eDIRECT and to an Existing Test Session

It is possible to combine the steps of adding a “New to Wisconsin” student to eDIRECT and adding that student to an existing test session. If you use the method described below, you do not need add the new student to eDIRECT first, as described above.

To add one or more new students to eDIRECT and add them to an existing test session at the same time, do the following:

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Select administration, district and school.
4. Click on Show Sessions.
5. Select an existing test session for the student’s grade level and click the **View/Edit** icon. The Edit Test Session window will open.
6. In the Edit Test Session window, click New Student. The Add Student window will open.

The left screenshot shows the 'Test Sessions' page. At the top, the 'Manage Test Sessions' tab is selected (2). Below it, a yellow banner states 'The data for this Administration is read-only.' Under 'Instructions', it says '\* Indicates required fields'. The 'Administration' dropdown is set to 'Wisconsin Forward Exam Sp' (3). The 'District' dropdown is set to 'DRC USE ONLY - SAMPLE DIST' (3). The 'School' dropdown is set to 'DRC USE ONLY - eDIRECT S' (3). The 'Content Area' dropdown is set to '(All)' (4). The 'Assessment' dropdown is set to '(All)' (4). The 'Show Sessions' button is highlighted. Below the 'Sessions' tab, a table of sessions is displayed. The first row is selected, and the 'View/Edit' icon (5) is clicked.

The right screenshot shows the 'Edit Test Session' window. At the top, the 'Testing Window: 01/17/2018 - 01/18/2018' is displayed. Below it, 'Eligible Grades: 03' is shown. Under 'Instructions', it says '\* Indicates required fields'. The 'Session Name' dropdown is set to 'SK 1/17 Test Session'. The 'Content Area' dropdown is set to 'ELA'. The 'Assessment' dropdown is set to 'Grade 3 ELA'. The 'Mode' dropdown is set to 'Online'. The 'Begin Date' is set to '1/17/2018'. The 'End Date' is set to '1/18/2018'. The 'Search for Available Students' section has a 'New Student' button (6) highlighted. Below it, the 'Available Students' list is empty, and the 'Students in Session' list contains 'sk, stud (12121212)'. The 'Save' button is highlighted.

7. In the Add Student window, enter the new student’s information.
8. Click Save. The student is automatically placed in the Students in Session list for that test session.

The 'Add Student' window is shown. At the top, the 'Add Student' tab is selected. Under 'Instructions', it says '\* Indicates required fields'. The 'Last Name' field is set to 'Doe'. The 'First Name' field is set to 'Jane'. The 'Middle Initial' field is set to 'A'. The 'WISEID' field is set to '999123456' (7). The 'Student Detail' tab is selected. The 'Administration' dropdown is set to 'Wisconsin Forward Exam Sp'. The 'District' dropdown is set to 'DRC USE ONLY - SAMPLE DIST'. The 'School' dropdown is set to 'DRC USE ONLY - eDIRECT S'. The 'Date of Birth' field is set to '1/26/2010'. The 'Grade' dropdown is set to '04'. The 'Gender' dropdown is set to 'Female'. The 'Race/Ethnicity' dropdown is set to 'Two or more races'. The 'Local Student ID' field is set to '9987654321'. The 'District Of Accountability' dropdown is set to 'DRC USE ONLY - SAMPLE DIST'. The 'School Of Accountability' dropdown is set to 'DRC USE ONLY - eDIRECT S'. The 'Save' button (8) is highlighted.

## Entering a Not-Tested or Invalidation Code (NTC)

If a student is unable to take the Forward Exam for any reason, DACs/SACs must enter a not-tested reason for the student in eDIRECT. Any student that is not tested will count as a non-test participant for federal accountability purposes. For a complete list of NTC codes, descriptions, and guidance see Appendix B. NTCs must be entered for each content area for which they apply, and can only be entered on an individual student basis. Students must be in a test session in order to view, enter, or edit their NTC.

To view, enter or edit a student's test code information, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Select your search criteria.
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.
6. In the Edit Student window, click on the **Testing Codes** tab.
7. Select the not-tested reason from the drop-down menus.
8. Click **Save**.

Manage Students

The maximum number of 3000 students is displayed.

\* Indicates required fields

Administration Wisconsin Forward Exam Sp... District DRC USE ONLY - SAMPLE DI... School (All)

Last Name Student First Name WISEID

Accommodation Content Area Accommodation Type Accommodation

Grade Online Test Status Content Area

Session Session Assignment

Find Students Clear

Last Name	First Name	WISEID	Local Student ID	Date of Birth	Grade	Action
Student	Training	1234567890	9876543210	1/1/2006	06	[Edit]

Edit Student

\* Indicates required fields

Last Name Bear First Name Yogi Middle Initial N WISEID 9999902134

Student Detail Accommodations Demographics Testing Codes Test Sessions

Reason Not Tested

Save Cancel

## Invalidating a Student Test

A test may need to be invalidated if there is a misadministration of the test or if a test security violation occurs. Invalidating a test session invalidates the entire content area, not just the session in which the issue occurred (i.e. all of ELA, not just ELA session 1). An invalidation counts as a non-tested participant for accountability purposes in the content area invalidated and a not test reason of "invalidation" must



be entered for the student in eDIRECT for the affected content area. The DAC should contact DPI prior to invalidating any tests.

## Unlocking/Purging a Student Test

### Unlock (Reopen) a Student Test

A student may accidentally or intentionally submit their test before they have finished answering all of the questions. Once the test is submitted, it will have a status of “Completed” on the Test Sessions tab, and the student cannot log back into the test. Under certain circumstances, a DAC may unlock a student’s test.

Only a DAC may unlock (reopen) a test. A DAC may unlock (reopen) a test with a status of “Completed” ONLY if the following conditions are met:

- The duration of the test was two minutes or less
- The number of items attempted by the student is two or less

To determine how many minutes a student has been in the test, and how many items the student has attempted, do the following:

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Enter the student information (student name or WISEid, grade).
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.
6. In the Edit Student window, select the **Test Sessions** tab.

The screenshot displays the eDIRECT Student Management interface. The top navigation bar includes tabs for All Applications, Student Management, Manage Students, Student Lookup, Student Transfer Form, and Student Status Dashboard. The Manage Students tab is active, showing a search form with fields for District, School, Last Name, First Name, WISEID, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Online Test Status, Content Area, Session, and Session Assignment. A red box labeled '3' highlights the 'Find Students' button. Below the search form, a table of students is displayed. A red box labeled '4' highlights the 'View/Edit' icon in the Action column for a student. The Edit Student window is open, showing the Test Sessions tab. A red box labeled '6' highlights the Test Sessions tab. The Test Sessions table shows two sessions: 'Session 1 (Non-Calculator) - Grade 8 Mathematics' and 'Session 2 (Calculator) - Grade 8 Mathematics'. A red box labeled '7' highlights the Test Sessions table.

District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	sk 1/4 Test Session	Session 1 (Non-Calculator) - Grade 8 Mathematics	In Progress	01/03/2018 01:07 PM CT	01/04/2018 01:07 PM CT	[Icons]
DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SAMPLE SCHOOL	sk 1/4 Test Session	Session 2 (Calculator) - Grade 8 Mathematics	Completed	01/03/2018 02:07 PM CT	01/04/2018 02:07 PM CT	[Icons]

On the **Test Sessions** tab, you will see the begin date and time, and the end date and time. The Status column will say “Completed”.

7. To see how many items a student has attempted, select the **Edit/Print Ticket Status** icon in the Action column for the test session. The Testing Status window will open.

8. In the Testing Status window, the number of items the student attempted will display when the mouse hovers over the “Completed” status. (Tests that are “Not Started” or “In Progress” will not display a number of items attempted.)

The screenshot shows the 'Testing Status' window for 'DPI Math 4 (Grade 4 Math - Grade 4 Mathematics - Session 1)'. It contains a table with columns: Select, Last Name, First Name, User Name, Password, Status, Started, Completed, and Action. The third row is highlighted, showing a 'Completed' status. A red box highlights the 'Completed' status, and a tooltip displays '27 of 27 questions attempted' with the number '8' below it.

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Noacc	DPI	DNOACC10	DARK4726	Completed	03/08/2017 03:05 PM CT	03/08/2017 03:21 PM CT	[Icons]
<input type="checkbox"/>	Noacc	DPI	DNOACC12	HERO5849	Completed	03/08/2017 09:54 AM CT	03/08/2017 09:57 AM CT	[Icons]
<input type="checkbox"/>	TTS	DPI	DTTS6	LOAD6765	Completed	03/08/2017 02:11 PM CT	03/08/2017 02:43 PM CT	[Icons]

Some examples of situations where a student may accidentally or intentionally submit a test are listed below, with guidelines about whether the situation meets the conditions to unlock the test:

- A student enters the test during the directions, panics, and clicks the submit button to try and exit or start over. In this situation, if the student has been in the test for two minutes or less, and they have not attempted more than 2 questions, a DAC can unlock the test.
- A student exits the test incorrectly at the end of a test sitting and clicks the submit button instead of exiting. This may happen when the student is taking a break during the day, or at the end of the day. In this situation, the DAC must call DPI for further guidance.
- A student purposely clicks the submit button due to frustration, behavioral issues, etc. In this situation, the DAC must call DPI for further guidance.

A DAC may unlock (reopen) a student test if a student has been in the test for two minutes or less and has not attempted more than two items, or if the DAC has been given permission by DPI to unlock the test.

**To unlock (reopen) a student test:**

1. Click on the **Student Management** tab under **All Applications**.
2. Click on the **Manage Students** tab.
3. Select or enter your search criteria (last name, grade, etc.).
4. Click **Find Students**.
5. Click the **View/Edit** icon in the Action column for the student. The Edit Student window will open.
6. In the Edit Student window, select the **Test Sessions** tab.
7. Click on the **Unlock** icon in the Action column for the session that you need to unlock.

**NOTE:**

The Unlock icon always looks unlocked. It is a set graphic and does not change.

When the confirm Unlock dialog box displays, click Unlock to unlock the session or Cancel to cancel the process. The Status column will now say "In Progress".

## Purge a Student Test

Only DPI can give approval to DRC to purge a student test. When a students' test is purged, all student answers are deleted and a new password is assigned. Most often, a purge is requested when a student has started a test without the proper accessibility features. See Appendix D for details about when a purge may be appropriate. The DAC must contact DPI to request a purge.

# Test Management in eDIRECT

## Managing Test Sessions

### Viewing Test Sessions

To view all test sessions for a specific district or school, do the following:

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Select your search criteria.
4. Click Show Sessions.



### Creating a NEW Test Session

Students are automatically placed into test sessions by content area and grade level the week of February 26 – March 2. Beginning March 5, DACs/SACs may edit or add additional sessions (i.e. smaller test sessions by teacher) if they wish. If you want to create new test sessions, students must be removed from any test session they are already in, before they can be added to a new session. See 'Adding and Removing Students in a Test Session' in this manual for instructions on how to remove students from a test session.

To create a new test session, do the following:

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Select administration, school and district (required).
4. Click on Add Session. The Add Test Session window will open.

The screenshot displays the 'Test Sessions' management interface. At the top, the 'All Applications' menu is visible, with 'Test Management' (1) and 'Manage Test Sessions' (2) tabs. The 'Manage Test Sessions' tab is active, showing a form for creating or editing sessions. The form includes fields for 'Administration' (3), 'District', 'School', 'Last Name', 'First Name', 'WISEID', 'Content Area', and 'Assessment'. A 'Show Sessions' button is located below the form. At the bottom, the 'Add Session' button (4) is highlighted, along with 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details' buttons. A 'Session Detail' table is also visible, showing columns for 'Select', 'District', 'School', 'Session Name', 'Assessment', 'Status', 'Begin Date', 'End Date', and 'Action'.

5. In the Add Test Session window, enter the required information (session name should be descriptive – teacher name, etc.).
6. Click Find Students.
7. Select students from the Available Students column.
8. Click  to move selected students from the Available Students column to the Students in Session column, or click  to move all students.
9. Click Save or Save & Add Another, to add another test session.

**NOTE:**

To select multiple students in the Add Test Session window, press the Shift key while you select them. To select multiple students that are not in sequence, press the Ctrl key while you select them.

## Copying a Test Session

You can use an existing test session as a template to create a new test session. For example, you can make a copy of an ELA test session and edit it to create a new math test session.

To copy a test session, do the following:

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Select your search criteria.
4. Click Show Sessions.
5. Locate the session that you want to copy from the list displayed, and click the **Copy Session** icon in the Action column. The Add Test Session window will open.

6. In the Add Test Session window, enter the appropriate edits for the new test session.
7. Click Save to save your changes, Save & Add Another to save your changes and add another test session, or Cancel to cancel your changes.

## Viewing Test Session Status and Exporting Test Session Details

DACs and SACs should monitor testing in their district and schools to ensure administration is on track. One way to view the status of the test sessions is via the test session window. You can use this information to verify that all of the students in a session have completed their tests.

You can also export the details of a test session as a .csv file to save, view, edit, or print in a spreadsheet. Exporting test session details in a spreadsheet can be used to verify that accommodations and supports are correctly assigned, to create alternative test ticket formats and to review all test ticket information in a single, sortable format.

To view the status of a test session and/or export a test session, do the following:

1. Click the **Test Management** tab under **All Applications**.
2. Click the **Manage Test Sessions** tab.
3. Select your search criteria.
4. Click Show Sessions.
5. Click the **Export Details** icon in the Action column to export the status of each student within that session. The test session details are exported as a data file (.csv). To export the same information for more than one session, click the boxes in the Select column next to the sessions, and then use the **Export Student Details** button.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SCHOOL	SK 1/17 Test Session	Grade 3 ELA	Not Started	1/17/2018	1/18/2018	[Export Details] [Print] [Refresh] [Close]
<input type="checkbox"/>	DRC USE ONLY - SAMPLE DISTRICT	DRC USE ONLY - eDIRECT SCHOOL	Student's Session	Grade 3 Math	Not Started	1/25/2018	1/25/2019	[Export Details] [Print] [Refresh] [Close]

- To view test session status details, click the **Edit/Print Ticket Status** icon in the Action Column. The Testing Status window will open. Testing Status is either “Not Started”, “In Progress”, or “Completed”.

**NOTE:** A student who has a status of ‘Not Started’ may have a “Not Tested” status in the Student Status dashboard. Students with a Not Tested status should not be removed from test sessions.

**Testing Status**

Instructions

Last Name: [ ] Status: (All) Status By Module: Grade 5 ELA - Session 1 (TD) [Filter] [Clear]

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input checked="" type="checkbox"/>	Park	Yong1	YPARK1	FLAT9492	Not Started			[Icons]
<input type="checkbox"/>	Park	Yong2	YPARK2	TELL8256	Not Started			[Icons]
<input type="checkbox"/>	Park	Yong8	YPARK5	HIVE9144	Not Started			[Icons]

[Print Selected] [Print All] [Unlock Selected] [Unlock All] [Close]

In the Testing Status window, you can search for students or sort by Last Name, Status, or Status by Module (Module refers to Test Session). The Testing Status window shows each student’s test status, and the time the student started and completed the test.

## Identifying Students Not in Test Sessions

All students must be assigned to test sessions. Students not enrolled in test sessions will be counted as not tested for accountability purposes. To determine if you have any students not assigned to test sessions:

- Click on the **Student Management** tab under **All Applications**.
- Click on the **Manage Students** tab.
- Select the administration, district and school.
- In the Session Assignment drop-down menu, select “none”. Leave all other fields blank.
- Click **Find Students**.
- Click **Export to Excel** to download the list of students who are not assigned to any test sessions.

**Manage Students**

Administration: Wisconsin Forward Exam Split District: DRC USE ONLY - SAMPLE DT School: DRC USE ONLY - eDIRECT S

Last Name: [ ] First Name: WISEID

Accommodation Content Area: [ ] Accommodation Type: [ ] Accommodation: [ ]

Grade: [ ] Online Test Status: [ ] Content Area: [ ]

Session: [ ] Session Assignment: (None)

[Find Students] [Clear]

Last Name	First Name	WISSED	Local Student ID	Date of Birth	Grade	Action
sk	stud	1212121212		1/1/2001	03	[Icons]
skupd	stud	1114067990	36789	5/13/2005	05	[Icons]
skupe	stud	111167902	12345	8/22/2004	08	[Icons]

Page 1 of 1 (3 items) [1] [Next >]

[Add Student] [Export to Excel] [Download Students] [Update Accommodations]

## Printing Test Tickets

Test Tickets can be printed by DACs, SACs, and Test Administrators (TAs) if they have been given access to eDIRECT. Unless TAs are printing test tickets, they do not need access to eDIRECT to administer the Forward Exam. You can print test tickets for all students in a session, or you can select specific students and print only those tickets.

Steps 1-5 below provide instructions for printing all test tickets in a session. Steps 6-8 provide additional instructions if you only want to print tickets for specific students.

1. Click on the **Test Management** tab under **All Applications**.
2. Click on the **Manage Test Sessions** tab.
3. Select your search criteria.
4. Click Show Sessions.
5. To print all of the test tickets in a specific session, click the **Print All Tickets** icon in the Action column for that session.

A Portable Document Format (.pdf) version of the Student Test Session Ticket will open that you can view, save, and/or print.

6. To print only selected test tickets, click on the **Edit/Print Ticket Status** icon in the Action column for that session. The Testing Status window will open.
7. In the Testing Status window, select one or more students by checking the box in the Select column next to the student name.
8. Click Print Selected.

### NOTE:

You can search for students in the Testing Status window by Last Name, Status, or Status by Module (Module refers to Test Session). To search, enter your search criteria or select from the drop-down menus. Then, click **Filter** to display the results or **Clear** to clear your selections.



## Working with the Student Status Dashboard

The Student Status Dashboard allows DACs/SACs to:

- Monitor testing progress at the school level
- Identify students that still need to complete test sessions
- Identify students that have a Not-Tested Code (NTC) applied to any test sessions
- Verify that all sessions within a content area have been completed

District Technology Coordinators (DTCs) also have access to the dashboard (included in the DTC permission set) because it can provide valuable information for technology readiness as testing proceeds.

The dashboard provides real-time data about student testing status. Data are displayed at the school level, and can be further disaggregated using clickable filters (**Status**, **Grade**, **Content Area**, and **Assessment**). The output table toward the bottom of the dashboard provides data that users can sort by status, start time, end time and duration of the student test. Users can export the displayed results in a spreadsheet (.csv) format.

To access the Student Status Dashboard, do the following:

1. Click on the **Student Management** tab under **All Applications**
2. Click on the **Student Status Dashboard** tab
3. In the **Site Selection** box, enter the name of the school for which you would like to see data. A drop-down box with search results will appear.
4. Select your school from the drop-down list of search results.
5. Next, a drop-down list of test administrations will appear (e.g. Forward 2018). Select the administration for which you would like to view results.

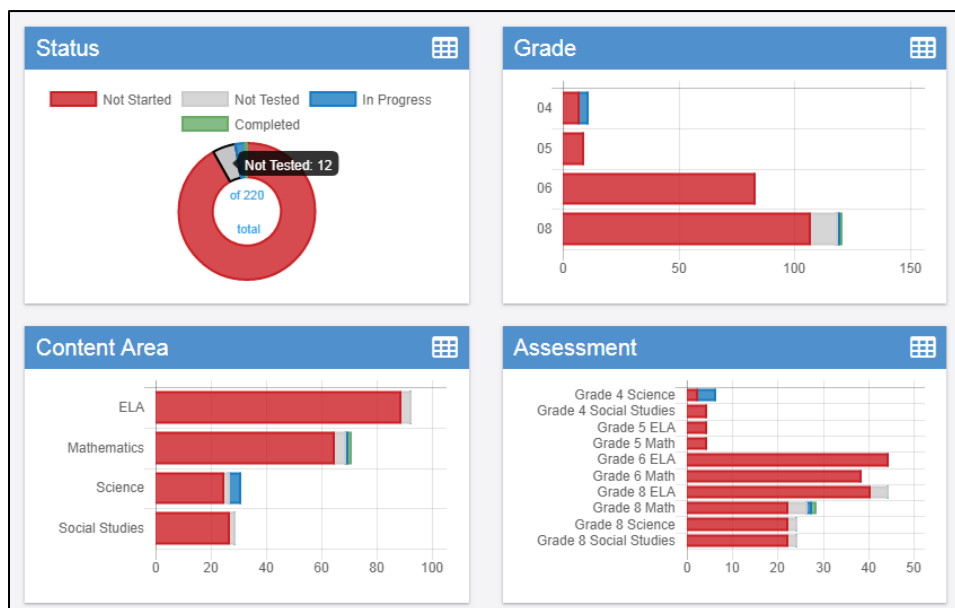
The screenshot shows the 'Student Status Dashboard' interface. At the top, there is a navigation bar with tabs: 'All Applications', 'Student Management', 'Manage Students', 'Student Lookup', 'Student Transfer Form', and 'Student Status Dashboard'. The 'Student Management' tab is selected and highlighted with a red box labeled '1'. The 'Student Status Dashboard' tab is also highlighted with a red box labeled '2'. Below the navigation bar, the 'Site Selection' section is visible. It contains a search box with the text 'Search for a Site by name or code; then select the Administration'. The search box contains the text 'drc' and is highlighted with a red box labeled '3'. Below the search box, a dropdown menu is open, showing a list of schools. The first item is 'drc Use Only - Edirect Sample School - 9999999999 - Parent: Drc Use Only - Sample District - 9999990000'. The second item is 'drc Use Only - Eis Sample School - 9999999998 - Parent: Drc Use Only - Sample District - 9999990000'. The third item is 'drc Use Only - Ott Sample School - 9999999997 - Parent: Drc Use Only - Sample District - 9999990000'. The fourth item is 'drc Use Only - Wi Sample School - 9999999996 - Parent: Drc Use Only - Sample District - 9999990000'. The second item is highlighted with a red box labeled '4'.

The screenshot shows the 'Student Status Dashboard' interface. The 'Site Selection' section is visible. It contains a search box with the text 'Search for a Site by name or code; then select the Administration'. The search box contains the text 'drc'. Below the search box, a dropdown menu is open, showing a list of test administrations. The first item is 'Wisconsin Forward Exam Spring 2018 - 553220 - EW1220'. The second item is 'Wisconsin Forward Sample Items - 553215 - EW1215'. The third item is 'Wisconsin Forward Exam Spring 2017 - 553210 - EW1210'. The fourth item is 'Wisconsin Forward Spring 2016 - 553200 - EW1200'. The first item is highlighted with a red box labeled '5'. A 'back' button is visible in the top right corner of the dropdown menu.

The dashboard displays four charts and a data output table. To filter dashboard results, click the relevant section of the **Status**, **Grade**, **Content Area**, or **Assessment** charts. Once a clickable filter is selected, all other charts will adjust to display the filtered results.

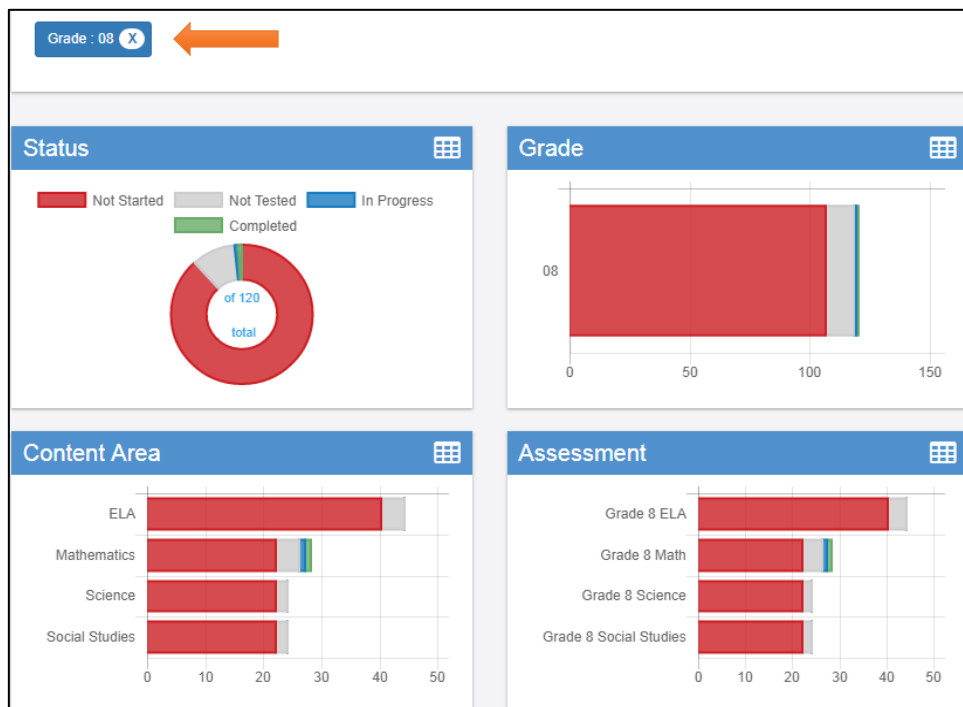
Multiple filters (e.g., **Status**, **Grade**, and **Content Area**) can be applied to narrow the displayed results.

Selecting an **Assessment** filter will automatically narrow the **Grade** and **Content Area** filters to correspond with the selected assessment.



Selected filters will display above the clickable charts. The filters can be removed by clicking the X next to the displayed filter.

To view specific counts for any of the sections of the clickable charts, hover over that portion of the chart and a tooltip with color-coded counts will appear above that portion of the chart.



## Exporting Results from the Student Status Dashboard

The output table under the charts displays the complete results of the data in the filtered charts. Data in the output table are displayed in ten sortable columns. Once the data is organized in the desired manner (filtered and sorted), it can be exported in a spreadsheet format (.csv).

Student Search Results									
<a href="#">Export to CSV</a>									
Last Name	First Name	Grade	Content Area	Module	Assessment	Status ▲	Start Time	End Time	Duration
sknew	stud	08	Mathematics	Session 2 (Calc...	Grade 8 Math	Completed	01/03/2018 14:07 CST	01/04/2018 14:07 CST	24 Hours 0 Minutes
sknew	stud	08	Mathematics	Session 1 (Non-...	Grade 8 Math	In Progress	01/03/2018 13:07 CST	01/04/2018 13:07 CST	24 Hours 0 Minutes
skupgenderb	stud	08	Mathematics	Session 2 (Calc...	Grade 8 Math	Not Started			
skupgenderb	stud	08	Mathematics	Session 1 (Non-...	Grade 8 Math	Not Started			
skupgender	stud	08	Mathematics	Session 2 (Calc...	Grade 8 Math	Not Started			
skupgender	stud	08	Mathematics	Session 1 (Non-...	Grade 8 Math	Not Started			
skjusttest	stud	08	Mathematics	Session 2 (Calc...	Grade 8 Math	Not Started			
skjusttest	stud	08	Mathematics	Session 1 (Non-...	Grade 8 Math	Not Started			
skupallacc	stud	08	Mathematics	Session 2 (Calc...	Grade 8 Math	Not Started			

## Exporting Not-Tested-Codes (NTCs) from the Student Status Dashboard

The Student Status Dashboard can be used to create a spreadsheet listing all currently assigned Not-Tested Codes (NTCs) at a particular school, grade, or content area.

To create a list of students with assigned Not-Tested Codes, do the following:

1. In the Status chart, click on the **Not Tested** portion of the chart.
2. Select any filters on the **Grade** and **Content Area** charts that you would like to apply.
3. The filtered results will display in the output table below. Verify that the value in the Status column for all results is "Not Tested".
4. Select the **Export to CSV** button to save a spreadsheet of the output table.
5. The Not-Tested Code descriptions are listed in column K ("Not Tested Reason") of the .csv file.

Student Search Results									
<a href="#">Export to CSV</a>									
Last N...	First N...	Grade	Conten...	Module	Asses...	Status ▲	Start Ti...	End Ti...	Duratio...
skacctest	stud	08	Mathe...	Sessio...	Grade ...	Not Tested			
skacctest	stud	08	Mathe...	Sessio...	Grade ...	Not Tested			
skupge...	stud	08	Social ...	Sessio...	Grade ...	Not Tested			
skupge...	stud	08	Social ...	Sessio...	Grade ...	Not Tested			
skupge...	stud	08	Science	Sessio...	Grade ...	Not Tested			
skupge...	stud	08	Science	Sessio...	Grade ...	Not Tested			

## Appendix A – User Roles and Permissions Matrix

Menu Item	Permission Name	Role/Permission Set							
		DAC	DTC	Assistant To DAC	District Report User	SAC	STC	TA	School Report User
Central Office or Device Toolkit	Configuration Set-up	x	x	x		x	x		
General Information	View Documents	x	x	x	x	x	x	x	x
	Access to Secured Resources	x	x	x	x	x			
Materials	Order Braille, view and edit braille orders	x							
Report Delivery	View District Status Reports and District Files	x		x	x				
	Download district /school reports, View School Files	x		x	x	x			x
Student Management	Add/Edit/Upload Students, edit demographics and add accessibility options	x		x		x			
	Download Students	x		x	x	x			x
	Search/View Students	x		x	x	x		x	x
	View Student Status dashboard	x	x	x		x		x	
	Student Transfers	x		x					
Test Management	Test Session - Add/Edit/Delete	x		x		x			
	Search/View Test Sessions and view testing status summary information, View Questions Attempted	x		x	x	x		x	x
	Invalidate/Regenerate/Unlock Tests <b><i>Refer to the DAC/SAC Guide and TAM prior performing these functions.</i></b>	x							
	View/Print Test Tickets	x		x		x		x	
User Management	Add/Edit/invalidate Users	x				x			

## Appendix B – Not-Tested Codes

Not-Tested Code	Code Description	Rationale for Use
PAR	Parent Opt-out	Parent opted student out of testing. This student will count as a non-test participant for accountability purposes. Opt out may come from the parent/guardian at any time during testing. Opt out if for the entire Forward Exam, not parts of it. Any testing already completed prior to opting out will be wiped out.
SME	Significant Medical Emergency	A significant medical emergency is a significant health impairment that renders the student incapable of participating in any academic activities, including state assessments, for the entire testing window. Districts should maintain <a href="#">documentation of the circumstance</a> within their district. The student will be excluded from test participation and achievement-based accountability calculations. You must enter a non-participation code of "Significant medical emergency" for the student in e-direct.
RTR	Recent Trauma	Student encountered a recent trauma rendering him/her incapable of testing. This student will count as a non-test participant for accountability purposes.
INV	Invalidated	Invalidation is often the outcome for assessments impacted by a test security incident. This student will count as a non-test participant for accountability purposes. Invalidations should be run past DPI prior to being initiated. Invalidation is for an entire content area (not just a session within).
SAE	Student Absent for Entire Window	Student was absent for the entire window. This student will count as a non-test participant for accountability purposes.
NLE	No Longer Enrolled	Student is no longer enrolled in the school. This student will not be included in accountability calculations.
RAE	Recently Arrived ELL (for ELA)	Student enrolled in a US school within the last 12 months prior to the beginning of testing. Student may be exempt from the ELA assessment. Students must participate in the mathematics assessment. This student will not count as a non-test participant for accountability purposes.
ALT	Alternate Assessment	Student participated in the Dynamic Learning Maps (DLM)
OTH	Other	Any other reason. The student will count as a non-test participant for accountability purposes.

## Appendix C – Testing Scenarios

**If a student moves from one district to another within Wisconsin during the test window the receiving district should make sure to:**

- check if the student was tested in the sending district;
- complete a request for transfer;
- complete testing to avoid testing the same student twice in the same operational year.

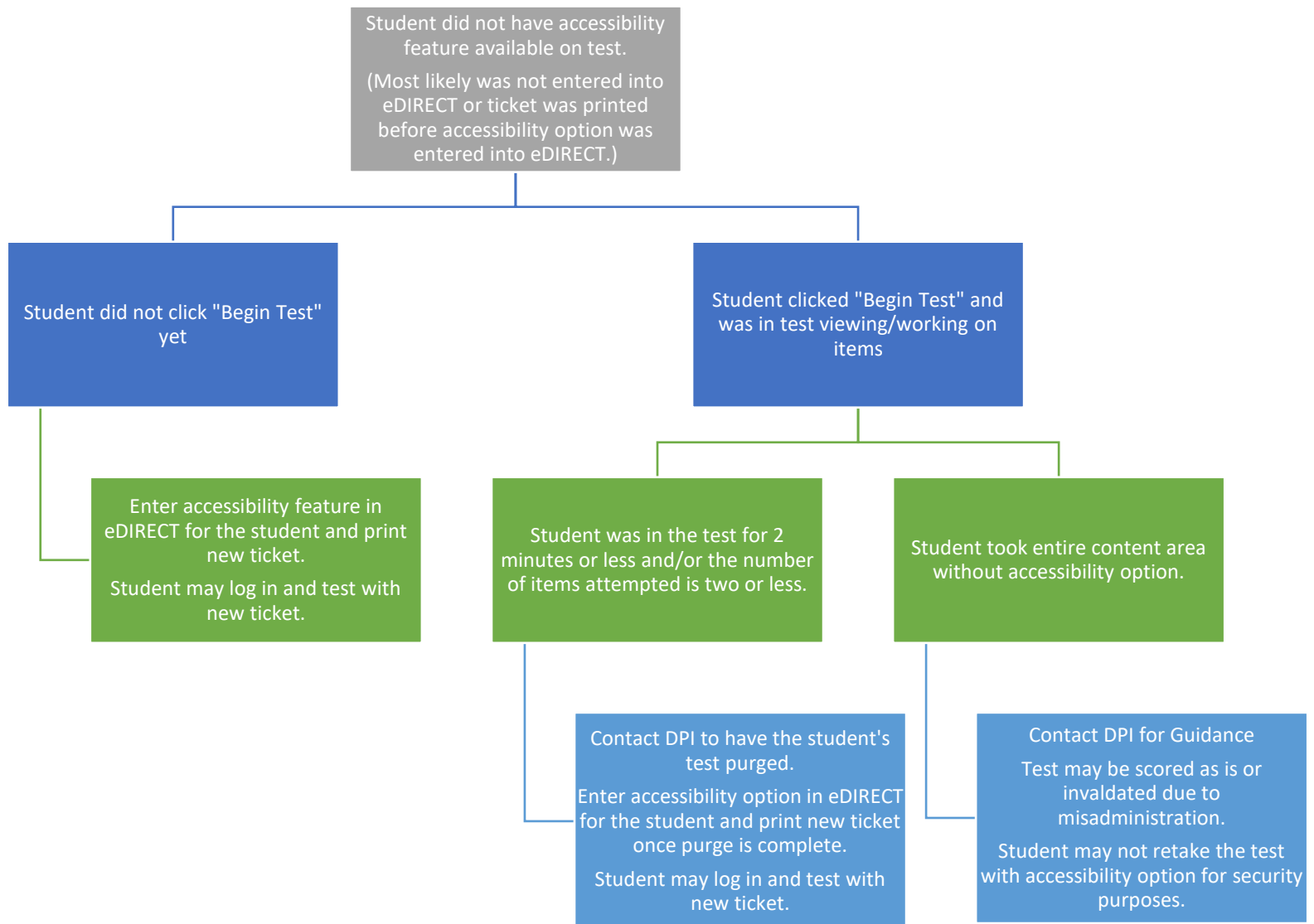
	Situation/Scenario	Standard protocol to be followed by the district FROM which the student moved	Standard protocol to be followed by the district TO which the student moved	Accountability
1.	Student was enrolled in the district but left before the test window and no testing has been done.	If the student has moved to the receiving district within Wisconsin (public school or choice program) before any testing has been done in the sending district, the sending district should apply a not-tested code of “No Longer Enrolled”.	The receiving school district will make a transfer request (via eDIRECT, transfer spreadsheet, or help desk). See <i>Managing Students and Testing in eDIRECT Guide</i> for transfer request instructions. The student’s Individual Student Report (ISR) report will go to the new school.	<b>Receiving district.</b> Student will be non-Full Academic Year (FAY). So the receiving district is accountable only for test participation and not for reading or mathematics proficiency.
2.	Student leaves district with <u>some content areas completed and others not yet started.</u>	If the student leaves the sending district with some content areas completed and others not yet started no action is needed	The receiving district will make a transfer request (via eDIRECT, transfer spreadsheet, or help desk). See <i>Managing Students and Testing in eDIRECT Guide</i> for transfer request instructions. The new school should administer any remaining content area tests to the student to complete testing. The student’s ISR will go to the new school.	<b>Receiving district.</b> Same as above
3	Student leaves district with <u>a content area</u>	If the student leaves the sending district with a content area started but not completed, no immediate	The receiving district will make a transfer request (via eDIRECT, transfer spreadsheet, or help desk).	<b>Receiving district.</b> Same as above

	<u>started but not completed.</u>	action is needed. If the student has not been transferred by the end of the test window, the “sending” district should mark the student’s test session(s) completed, apply a testing code of “No Longer Enrolled” and contact DPI for further guidance	See <i>Managing Students and Testing in eDIRECT Guide</i> for transfer request instructions. As the student has a content area “In Progress” the new school needs to contact the Help Desk to obtain the student’s user name and password to administer any remaining content area sessions to the student. Ensure accessibility settings are accurate then print test tickets for the content areas not started at the previous district and complete the student’s testing. The student’s ISR will go to the new school.	
4.	Student leaves one district with <u>all</u> testing completed.	No further action is needed. When the sending school district receives the ISR for that student, it should be securely sent to the new school district.	The receiving district should request the student’s ISR from the district where the student was tested, if it is not received shortly after ISRs are sent from DRC.	<b>Sending district.</b> If the student was not FAY in the sending district, they count for test participation only. If the student was FAY, the student’s achievement in reading and mathematics is included for accountability calculations. .
5.	Student moves outside of Wisconsin, to a private school, or becomes a home-schooled student,  a) prior to the testing window	The sending district should apply a not-tested code of “No Longer Enrolled”.	N/A	N/A

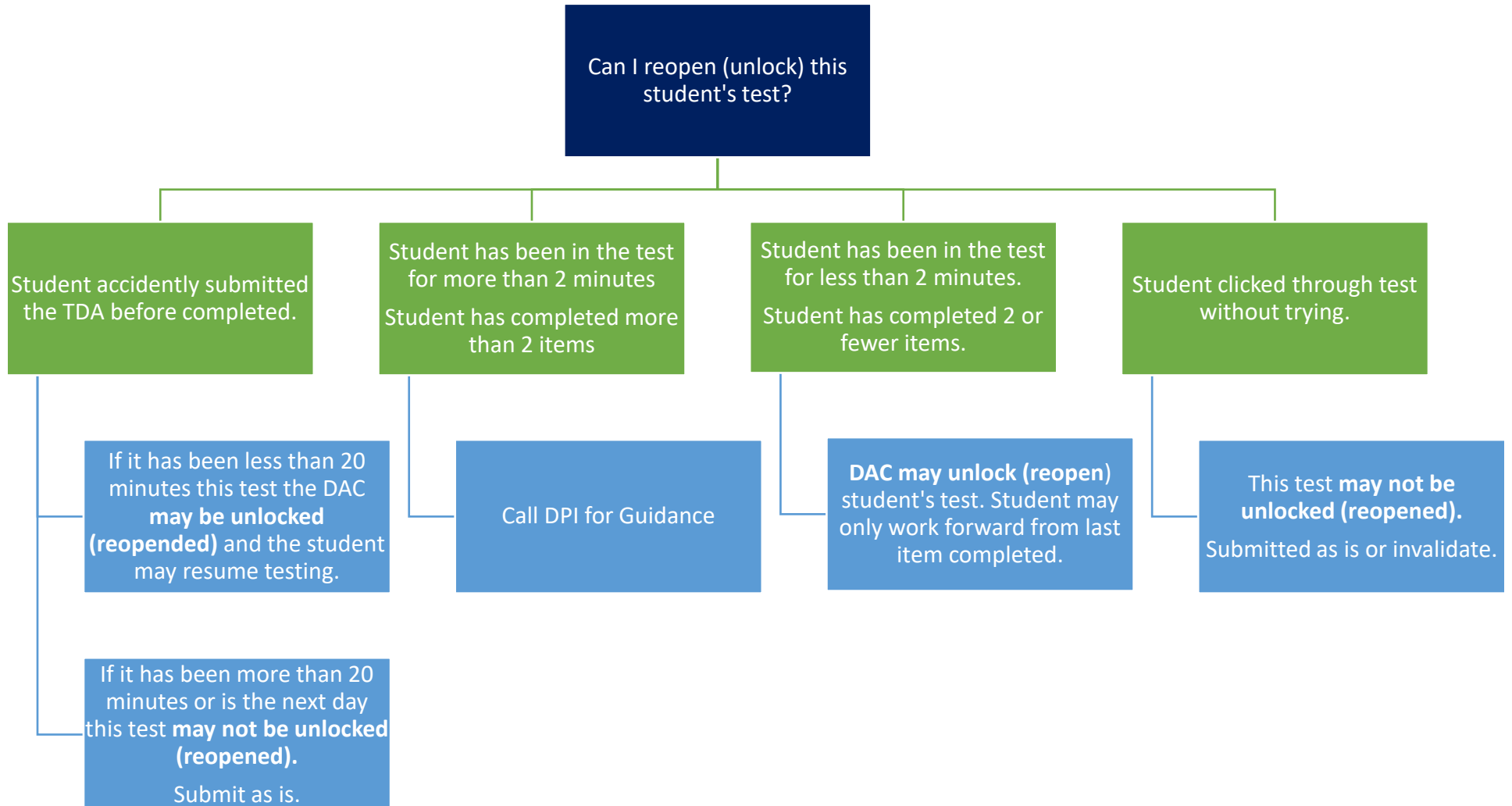
	b) during or after the testing window and all testing is completed	No action is required	N/A	<b>Sending district.</b> If the student was not FAY in the sending district, they count for test participation only. If the student was FAY, the student's achievement in reading and mathematics is accountability calculations.
	c) during the testing window with little testing complete	The sending district should mark the student's completed test session(s) and apply a not-tested code of "No Longer Enrolled", then contact DPI for further guidance.	N/A	N/A
6.	Student moves into a Wisconsin district from another state, from a private school, or home-schooled situation in Wisconsin during the testing window	N/A	The receiving district should obtain a WISEId for the student and then add the new student in eDIRECT. Assign the student to new or existing test sessions. Then include the student in scheduled testing or arrange for test make-up sessions.	<b>Receiving district.</b> Student will be non-Full Academic Year (FAY). So the receiving district is accountable only for test participation and not for reading or mathematics proficiency.
7.	Student leaves a Wisconsin district before testing begins and enrolls in a new district in Wisconsin, but does not actually attend the new district until near the end of the testing window.	The sending district should apply a not -tested code of "No Longer Enrolled"	The receiving district should add the new student in eDIRECT, then assign the student to new or existing test sessions. Then include the student in scheduled testing or arrange for test make-up sessions	<b>Receiving district.</b> Student will be non-Full Academic Year (FAY). So the receiving district is accountable only for test participation and not for reading or mathematics proficiency.
8.	A student moves from one school to another school within the same district.	The sending school should remove all "Not Started" test sessions in eDIRECT. See <i>Managing Students and Testing in eDIRECT Guide</i> for instructions.		



## Appendix D: Decision Tree for a Student who did not have Accessibility Feature Available during Testing



## Appendix E: Decision Tree for Unlocking a Student's Test





Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311  
Direct: 1-800-826-2368

Wisconsin Service Line: 1-800-459-6530  
Website: <https://wi.drcdirect.com>  
Email: [WIHelpDesk@datarecognitioncorp.com](mailto:WIHelpDesk@datarecognitioncorp.com)  
Revision Date: October 7, 2016